

City of Vincennes, Indiana  
Request for Proposals No. 1  
March 6, 2009

Request for Proposals Notification

Project Location: City of Vincennes – 2<sup>nd</sup> St.  
Des. No. 0900100

Response Due Date and Time: March 27, 2009, 10 am CST

This Request for Proposals (RFP) is an official notification of needed professional services. This RFP is being issued to solicit a letter of interest (LoI) and other documents from firms qualified to perform survey, environmental coordination, design, right of way engineering and construction inspection work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services, but only serves notice that the firm desires to be considered.

Contact for Questions: Mayor Al Baldwin  
City of Vincennes  
201 Vigo Street  
Vincennes, IN 47591  
(812) 882-7285 (telephone)  
(812) 886-3408 (fax)

Submittal requirements:

Letter of Interest (3 copies) See following pages for instructions and required content.

One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form attached).

Submit to: Board of Public Works  
City of Vincennes  
201 Vigo Street  
Vincennes, IN 47591

**Selection Procedures:**

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

## Requirements for Letters of Interest (LoI)

### A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten (10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

### B. Letter of Interest Content

#### 1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the INDOT website. (<http://www.in.gov/indot/2576.htm> ).
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

#### 2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.

c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (<http://www.in.gov/indot/2576.htm> )

**DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.**

## Work Item Details:

Local Public Agency: City of Vincennes, Indiana

Project location: The project consists of the reconstruction of Second Street from Hart Street to Main Street in the City of Vincennes, IN.

INDOT District: Vincennes

INDOT Des. No. 0900100

Project Phases Included: Environmental, Survey, Design, and Construction Inspection

Project Description: Road Reconstruction

Estimated Const. Cost: \$3,555,000

Funding: Federal Funding

Term of Contract: Scheduled for construction in the Spring of 2012

DBE Goal: 5%

Required Prequalification:

- 5.2 Environmental Document Preparation (CE)
- 5.10 Historical/Architectural Investigations
- 6.1 Topographical Survey Data Collection
- 8.1 Non-complex Roadway Design
- 10.1 Traffic Signal Design
- 13.1 Construction Inspection.

## LPA Consultant Selection Rating Sheet

Consultant Name: \_\_\_\_\_

Services Description: \_\_\_\_\_

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills			10	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	Project understanding and innovation that gives cost and/or time savings.			15	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time			20	
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	Location of assigned staff office relative to project			5	
	Within 50 Miles	1			
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total:					

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Request for Proposals Bulletin\_\_\_\_\_

Project\_\_\_\_\_

**AFFIRMATIVE ACTION CERTIFICATION FOR DBE**

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified in the State of Indiana to participate as part of this proposal. I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE website to confirm that the firms listed below are currently certified DBEs:

[https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI\\_APPS\\_MWBE.SOI\\_DBE\\_CERT.GBL?&](https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL?&)

I certify that I have contacted the certified DBEs listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated.

I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT's Economic Opportunity Division.

**SUBCONSULTANTS****DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL**

<b>Certified DBE Name</b>	<b>Service Planned</b>	<b>Estimated percentage to be paid to DBE*</b>

**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL**

<b>Certified DBE Name</b>	<b>Service Planned</b>	<b>Estimated percentage to be paid to DBE*</b>

**Estimated Dollar Amount Credited toward DBE Goal:**\_\_\_\_\_

**Estimated Dollar Amount of Voluntary DBE Work Anticipated over DBE Goal:**\_\_\_\_\_

**Name of Company:**\_\_\_\_\_

**By:**\_\_\_\_\_ **Date:**\_\_\_\_\_

\*It is understood that these individual firm percentages and dollar amounts are estimates only and that amounts paid may be greater or less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.